

Policy

It is the policy of the State of California and the Department of Food and Agriculture (CDFA) that all employees be protected from heat illness during the course of their work. It is also the policy that procedures be established, and that all employees required to work outdoors and their supervisors receive training to identify the risk factors, to control the employees' exposure to the environment, and to seek medical assistance in the event of illness.

Authority

Title 8, Section 3395, California Code of Regulations (CCR)

Responsibility

*Health & Safety
Office*

The Health & Safety Office (HSO) is responsible for providing information and direction to managers, supervisors and staff to prevent heat illness.

*Learning &
Development Center
(LDC)*

The Learning and Development Center will establish the required training program for the prevention of heat illness and provide the training to all affected employees and supervisors.

*Managers and
Supervisors*

Managers and supervisors are responsible for ensuring that all elements of this policy are implemented.

Affected managers and supervisors shall attend the training as required.

Managers and supervisors are responsible for encouraging affected employees to drink water frequently and for reminding the employees of the steps to prevent heat illness.

In the event of an employee's heat illness, supervisors and/or managers are required to complete the necessary forms to report the incident and get medical assistance for the employee (forms available from Disability Management Unit).

Heat Illness Prevention in Outdoor Places of Employment

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| <i>Affected Employees</i> | Employees shall follow the established procedures to ensure their safety and prevent heat illness. Employees shall report any incidents of heat illness to their supervisors. Employees shall attend the training as required. |
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Definitions

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| <i>Acclimatization</i> | Temporary adaptation of the body to work in the heat that occurs gradually when a person is exposed to it. Acclimatization peaks in most people within four to 14 days of regular work for at least two hours per day in the heat. |
| <i>Heat Illness</i> | A serious medical condition resulting from the body's inability to cope with a particular heat load, and includes heat cramps, heat exhaustion, heat syncope, and heat stroke. |
| <i>Environmental Risk Factors</i> | Working conditions that create the possibility that heat illness could occur, including air temperature, relative humidity, radiant heat from the sun and other sources, conductive heat sources such as the ground, air movement, workload severity and duration, protective clothing and personal protective equipment worn by employees. |
| <i>Personal Risk Factors</i> | Factors such as an individual's age, degree of acclimatization, health, water consumption, alcohol consumption, caffeine consumption, and use of prescription medications that affect the body's water retention or other physiological responses to heat. |
| <i>Preventative Recovery Period</i> | A period of time to recover from the heat in order to prevent heat illness. |
| <i>Shade</i> | Blockage of direct sunlight. Canopies, umbrellas and other temporary structures or devices may be used to provide shade. One indicator that blockage is sufficient is when objects do not cast a shadow in the area of blocked sunlight. Shade is not adequate when heat in the area of shade defeats the purpose of shade, which is to allow the body to cool. A car sitting in the sun does not provide |

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acceptable shade to a person inside it, unless the car is running with air conditioning.

Provision of Water

Employees shall have access to potable drinking water meeting the requirements of Sections 1524, 3363, and 3457 (Title 8, CCR). Where it is not plumbed or otherwise continuously supplied, it shall be provided in sufficient quantity to provide one quart per employee per hour for the entire shift. Employees are encouraged to drink eight (8) ounces of water every fifteen minutes when working outdoors in the heat.

Access to Shade

Employees suffering from heat illness or believing a preventative recovery period is needed shall have access to an area with shade that is either open to the air or provided with ventilation or cooling for a period of not less than five minutes. Such access to shade shall be permitted at all times.

Emergency Response

In the event an employee exhibits the signs and symptoms of heat illness, co-workers are to assist the employee and follow the recommended guidelines as follows:

Heat Exhaustion

Move victim to shade.

Remove or loosen clothing, shoes/boots, hats.

Fan victim.

Pour water and ice on victim.

Give victim plenty of liquids.

If necessary, seek emergency medical help or call 911.

Heat Stroke

Seek emergency medical help immediately or call 911.

Lower victim's temperature quickly.

Immerse victim in water or soak clothes in water.

Massage victim with ice and fan vigorously.

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Access to Medical Facilities

Employees working in the field should know where the nearest emergency medical facilities are located. Likewise, when a field employee changes locations, he/she should know the address of or landmarks nearby the work location in the event emergency medical assistance is required. If medical assistance is necessary, provide clear and precise directions to the work site.

Distribution

Distribution of the above policy/procedure includes all employees.

If you have questions regarding this section, please contact the Health & Safety Office at (916) 654-0790.